SELF EXIT PROCESS

MISD TEACHERS/CONTRACTED PROFESSIONALS:
July 2 is the last day MISD teachers may resign without penalty, as July 2 marks 45 days before the first instructional day of ’23-24. (Texas Education Code, Chapter 21) If today is after July 2, then your principal does not have district authority to approve your resignation at this time. Please contact your principal to discuss your situation.
If you do not see the Task Manager & Task Processes “widgets” click here for instructions.
TM Process: SUBMIT RESIGNATION FORM

Employee: CLEVERGRO000 CLEVELAND, GROVER TEST

1. RESIGNATION FORM

COMPLETE THE RESIGNATION INFORMATION BELOW TO FORMALLY NOTIFY YOUR SUPERVISOR AND MANSFIELD ISD THAT YOU ARE RESIGNING FROM THE DISTRICT. YOU MAY ATTACH A LETTER OF RESIGNATION IN THE ATTACHMENT SECTION OF THIS TASK BUT THE RESIGNATION FORM IS REQUIRED OF ALL EXITING EMPLOYEES. IF YOU WOULD LIKE TO TALK WITH SOMEONE IN HUMAN RESOURCES BEFORE COMPLETING THIS FORM, PLEASE CALL 817-299-6305.

POSITION: TEACHER

*POSITION: 
*PERSONAL EFFECTIVE DATE: 04/11/2017 Tuesday

1. Reason for leaving Mansfield ISD:

   *REASON: PROMOTION IN ANOTHER DISTRICT

2. Were you provided with the training/information & supplies/equipment you need to do your job?:

   TRAINING/EQUIPMENT:

3. Overall, how fairly were you treated?:

   TREATMENT:

4. How often did you feel your contributions were recognized?:

   RECOGNITION:

5. How realistic were the expectations that were set for you?:

   EXPECTATIONS:

6. How well did your supervisor treat you?:

   SUPERVISOR:

7. How often did your supervisor encourage/listen to employees' opinions when making decisions?:

   ENCOURAGE/LISTEN:

8. How well did the members of your team work together?:

   TEAMWORK:

9. Would you recommend Mansfield ISD as a great place for a friend to work?:

   RECOMMEND:

10. What actions can your employer take to build a better workplace?:

   EMPLOYEE COMMENTS:

SUBMIT RESIGNATION FORM

Step 1 of 5

Process History

Next

Delete Process
Save and Finish Later
Reassign Task
2. BUILDING EXIT

PLEASE COMPLETE THE BUILDING EXIT FORM TO NOTIFY YOUR SUPERVISOR OF ANY MANSFIELD ISD PROPERTY IN YOUR POSITION. ALL MANSFIELD ISD PROPERTY, INCLUDING INTELLECTUAL PROPERTY, NEEDS TO BE TURNED OVER TO YOUR CAMPUS/DEPARTMENT SUPERVISOR ON YOUR FINAL DAY OF EMPLOYMENT.

Board Policy DEC Local Leave Proration Employed For Less Than Full Year:

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

This means if an employee separates from employment with the district before his or her last duty day of the year local and state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

*I UNDERSTAND DEC LOCAL:

EQUIPMENT - PROPERTY OF MANSFIELD ISD:

- ID BADGE
- LAPTOP
- KEYS
- IPAD
- KEY CARD
- MACBOOK
- ATHLETIC EQUIPMENT

OTHER:

NOTES:

I AGREE THAT I WILL RETURN ALL MANSFIELD ISD PROPERTY TO MY SUPERVISOR ON OR BEFORE MY LAST DAY OF EMPLOYMENT PER THE MANSFIELD ISD EMPLOYEE HANDBOOK:

*I ACKNOWLEDGE PROPERTY:
TM Process: SUBMIT RESIGNATION FORM

Employee: CLEVEGRO000 CLEVELAND, GROVER TEST

3. Notes

There are no records to display; check your filter settings.

SUBMIT RESIGNATION FORM

1. RESIGNATION FORM
2. BUILDING EXIT
3. Notes
4. Attachments
5. Choose Next Task

Step 3 of 5

Next
Click the **Descriptions** to read important information.
Required information must be completed.
Once you click the button the window will close and move to your supervisor.

Follows the org chart. You will see your supervisor’s name.
Please select **Task Manager** and **Task Process**. Click the **Save** button.

Click here to return to the beginning.